

**City of Hayward  
Human Services Commission  
777 B Street, Room 2A  
Hayward CA 94541**

**Wednesday, December 1, 2004  
7:00 p.m.**

**Regular Meeting Agenda**

- I. Call to Order
- II. Pledge of Allegiance
- III. Secretary's Role Call
- IV. Public Comments (*NOTE: The Public Comments section provides an opportunity to address the Human Services Commission on items not listed on the agenda. The Commission welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the City or are within the jurisdiction of the City. As the Commission is prohibited by State law from discussing items not listed on the agenda, your item will be taken into consideration, and may be referred to staff. Speakers will be limited to 5 minutes each.*)
- V. Approval of November 3, 2004 Human Services Commission Meeting Summary Notes
- VI. Election of Human Services Commission Officers for Remainder of FY 2004-05
- VII. Liaison Reports:
  - A. HARD/YEP - Commissioner Faria
  - B. St. Rose Hospital - Commissioner Parker
  - C. St. Joseph's Center for the Deaf and Hard of Hearing - Commissioner Parker
  - D. Eden Information and Referral - CHAIN Line - Commissioner Linnen
  - E. Salvation Army - Commissioner Linnen
  - F. Parental Stress - Commissioner Baptista
  - G. South Hayward Parish - Commissioner Marquez
- VIII. Social Services Funding Process Discussion: Supplemental Questions
- IX. Staff Reports (non-action items)
  - A. Social Services Report
  - B. Paratransit Report
  - C. Hate Crimes Report

- X. Future Agenda Items:
  - Commission Liaison Reports
  - Other
- XI. General Announcements
- XII. Adjournment



Please do not wear scented products to this meeting.  
People who have environmental sensitivities may be in attendance.

Assistance will be provided to those requiring accommodations for disabilities in accordance with the Americans with Disabilities Act of 1990.  
Please request needed accommodations at least 72 hours in advance  
of the meeting by calling (510) 583-4248,  
or by calling the TDD line for those with speech  
and/or hearing disabilities at (510) 247-3340.

**City of Hayward  
Human Services Commission  
November 3, 2004  
Regular Meeting  
Summary Notes**

- I. Call to Order:** Vice Chairperson Turner convened the Commission meeting at 7:05 p.m.
- II. Pledge of Allegiance:** Members of the Commission recited the Pledge of Allegiance.
- III. Attendance:** *(Record of attendance is kept from June 2004 through May 2005.)*

Commissioners	Present This Meeting	All Meetings Year to Date		Regular Meetings Only Year to Date	
		Present	Absent	Present	Absent
Lori Baptista *	X	1	0	1	0
Mariellen Faria	X	4	1	4	1
Albert Hui	X	4	0	4	0
Lynnette Linnen	X	4	0	4	0
Elisa Marquez *	X	1	0	1	0
David McKeown	X	4	0	4	0
Chris Parker	X	3	2	3	2
Marlo Simmons *	X	1	0	1	0
Hosea Turner	X	5	0	5	0
Marlena Uhrik	X	4	0	4	0
Doris Yates	X	5	0	5	0

\* - Term began at the November 2004 meeting.

Staff in Attendance: David Korth, Social Services Planning Manager  
Anne Culver, Community Development Specialist

- IV. Public Comments:** Newly-appointed Human Services Commissioners introduced themselves to the other members of the Commission. The Commission extended a warm welcome.
- V. Approval of Summary Notes of the October 6, 2004 Human Services Commission (HSC) Meeting:** Commissioner Hui made a motion to approve the October 6, 2004 Summary Notes. Commissioner McKeown seconded the motion, which was approved unanimously.

**VI. Nominations for Vacated Position of HSC Chairperson:** Due to Chairperson Hazen's resignation from the Commission, a new Chair needed to be nominated. After Commissioner Turner, the current Vice Chair, was nominated to become the new Chairperson, it became necessary to also nominate a new Vice Chair. When Commissioner Linnen, the current Secretary, was nominated to be the new Vice Chair, it became necessary to nominate a new Secretary. Consequently, the following slate of officers was proposed and unanimously approved:

Chairperson: Commissioner Turner  
Vice Chair: Commissioner Linnen  
Secretary: Commissioner Uhrik

The Commission will vote for the new officers at its regular meeting on December 1, 2004.

**VII. Review of FY 2005-06 Social Services Application for Funding:** Mr. Korth distributed blank copies of the FY 2005-06 Social Services Application for Funding. He provided an orientation to the document, emphasizing the evaluation criteria and diversity of proposals submitted each year.

**VIII. Evaluation of Applications for Funding:** Mr. Korth invited commissioners who had previous experience evaluating proposals to share their insights and tips for managing the review process. Recognizing that there are usually between 25 and 30 proposals to read, several Commissioners suggested reading just a few proposals each day, in order to spread the reading over a couple of weeks. It was also suggested that it is helpful to make notes or jot down follow-up questions in the margins of the proposals, or to keep a pad of paper handy for this purpose. Most Commissioners agreed it is very helpful to get started reading as soon as possible after copies of the proposals are received. This year Commissioners will receive their copies of the proposals on Wednesday, December 8, 2004.

**IX. Agency Liaison Assignments:** Commissioners volunteered to serve as agency liaisons to funded agencies that had not yet been assigned, or needed to be reassigned due to the resignations of Commissioners Lavelle and Hazen (updated chart attached).

**X. Proposal Review Committee Appointments:** Commissioner Turner invited volunteers to serve on this year's Proposal Review Committee (PRC), which is a subset of the Commission, and will interview each of the applicants on Saturday, January 22, 2005. The following Commissioners volunteered and were appointed to the PRC:

Commissioner Linnen  
Commissioner Faria  
Commissioner Uhrik  
Commissioner Simmons  
Commissioner Baptista

Commissioners Parker, McKeown, Hui, and Marquez volunteered to serve as alternates.

## **XI. Liaison Reports:**

- A. Family Violence Law Center: Commissioner Yates presented this report on the Family Violence Law Center, which provides legal support services and representation to victims of domestic violence.
- B. Lambda Youth Project: Commissioner Turner delivered this report on the Lambda Youth Project, which provides counseling and peer support for lesbian-gay-bisexual-transgender-sexually questioning youth in an alcohol, drug and smoke free environment.
- C. 4-C's: Commissioner Faria presented this report about the 4-C's project which provides education and incentives for monolingual Spanish-speaking unlicensed childcare providers, so that they may qualify for licensure.
- D. Legal Assistance for Seniors: Commissioner McKeown reported on this agency that provides legal assistance and benefits advocacy for low-income seniors, on issues including housing, healthcare, and retirement benefits (e.g., social security).

## **XII. Staff Reports**

- A. **Social Services Update:** FY 2005-06 Applications for Funding have been published and distributed. Staff is responding to requests for technical assistance and has scheduled a few site visits to agencies that have either never been funded by the City, or haven't been funded in recent years.
- B. **Paratransit Update:** Mr. Korth distributed a copy of a document published by the Alameda County Transportation Improvement Authority (ACTIA) entitled, *Paratransit News Update (for Central Alameda County)*, dated September 2004. The enhanced paratransit services provided by the cities of Hayward and San Leandro, which are funded through Measure B GAP funds, were highlighted in this issue. Copies of this document are available in the Community and Economic Development Department in Hayward City Hall.
- C. **Hate Crimes Report:** There were no Hate Crimes or Incidents of Hate reported during the month of September.

## **XIII. Future Agenda Items:** The following were noted as future agenda items:

- Election of New Human Services Commission Officers
- November Liaison Reports (schedule attached)
- Discussion Regarding the Social Services Funding Process

**XIV. General Announcements:**

- Commissioner Yates said this year's *Light Up the Season* will kick off on December 2, 2004.
- Commissioner Uhrik said the Kids Breakfast Club's efforts were recognized at the Volunteer Dinner this year.
- Commissioner Hui was appointed to the Southern Alameda County Head Start Policy Council.
- Commissioners Linnen and McKeown attended the Volunteer Community Services Fair at Chabot College, and due to this outreach opportunity, each of the agencies they represented successfully recruited volunteers.

**XV. Adjournment:** The meeting adjourned at 9:20pm.